

~~SECRET~~

20 September 1954

# 10 25X1A  
MEMORANDUM FOR: [REDACTED]

SUBJECT : Financial Report for Expenditure of Funds

1. We have been informed that the appropriate office has received your financial report for the expenditure of funds. They have requested us to inform you that in the future you should report on a four week unvouchered pay period basis instead of in the way you have been reporting.

2. The last four-week pay period ran from 15 August to 11 September. The current pay period is from 12 September to 9 October. The next one will begin on 10 October and run for the next four weeks, etc.

3. Please adapt your reporting method to comply with this request.

25X1A [REDACTED]

OAD/RR

25X1A

[REDACTED]/kl

Distribution

- 0 & 1 - addressee
- 1 - OAD/RR

~~SECRET~~